

**McNally Education Committee Amendment No. 2**

**AMENDMENT NO.** \_\_\_\_\_

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**Signature of Sponsor**

**AMEND**

**Senate Bill No. 2206\***

**House Bill No. 2644**

Signature of Sponsor

<b>FILED</b>
Date _____
Time _____
Clerk _____
Comm. Amdt. _____

by adding the following at the end of the amendatory language in Section 1, as amended by  
Senate Education Committee Amendment No. 1:

**Section 49-7-130**

(a) The provisions of this section are designed to provide a consistent and equitable method of reducing higher education institutions' work forces when reorganization or curtailment of operations or funds is necessary, and to outline the process to be used in accomplishing a reduction in force.

(b) When a reduction in force or elimination of any job classification within a department occurs, employees shall be laid off in reverse order of their continuous service credit, providing that the employees with seniority in the classification are qualified to perform the remaining work. Normally, probationary and term employees within an affected department shall be laid off before regular employees.

(c) Should the reduction in force be the result of the elimination of an entire program or unit, all employees in the affected program will be laid off.

(d) Once a department determines that a reduction in force is necessary, the rationale for the reduction must be documented in writing. This rationale should include the names of the employees and job classifications to be affected, the organizational issues involved, and the reasons for the elimination of each position and/or program. The campus or system human resources office is available to assist departments with the development of the rationale. A

reduction in force may not be used as a method of dealing with performance-related issues.

(e) The written rationale should be forwarded through the administrative approval process to the appropriate campus or system senior administrator, as designated by the chief executive officer. Upon the senior administrator's approval, the documentation will be forwarded to the appropriate human resources office. The human resources office and the system's general counsel will review the rationale to ensure compliance with the guidelines set forth in this procedure. The department will be notified of the results of the review by the human resources office.

(f) Written notification of a reduction in force shall be given to the affected employees as far in advance of the scheduled date as possible. The human resources office shall make reasonable efforts to transfer affected employees to other units where vacancies exist.

(g) The human resources office will maintain a list of employees who have been laid off. Each affected employee has the responsibility of providing the applicable human resources office with the employee's current mailing address.